

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises responsible first-line supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel in the functions of patrol, traffic enforcement and accident investigation, criminal investigations, special tactical operations, juvenile operations, or other assigned law enforcement functions. Police Sergeants assist in the supervision and management of specialized divisions, units, sections or platoons of the police department. Employees of this class work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Lieutenant. The class of Police Sergeant ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises an assigned function or division of the department, which may include patrol, traffic control and accident investigation, special tactical operations, criminal investigation, juvenile operations, training, or other specialized division. Participates in making deployment decisions which most effectively provide the required services while minimizing expense. Assists in conducting research to be used in making management decisions and for the planning of programs and activities for the department. Participates in investigating accidents involving department equipment personnel or violations of code of conduct and makes recommendations on procedures to avoid future accidents. Reviews crime statistics for specified periods in order to identify areas in need of special enforcement efforts. Monitors any local conditions which may create situations the department may be called upon to handle. Attends conferences, conventions, and other educational meetings as assigned in order to keep informed on modern law enforcement methods and administrative practices.

Supervises subordinate police department employees by reviewing work to be done and delegating assignments, outlining responsibilities and duties, and setting task priorities and

long term goals. Reviews reports written by subordinates in order to determine if jobs were completed effectively. Holds meetings with subordinates to receive reports and disseminate information. Provides on-the-job training for department members, including providing assistance in technical areas of work. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing departmental rules and regulations, and recommending disciplinary action to the appointing authority through the chain of command.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Assists in coordinating the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Participates in determining target areas for crime prevention or community relations efforts by analyzing local crime problems. Writes and delivers speeches and demonstrations on crime prevention or related law enforcement topics. Produces instructional materials to be used in crime prevention and other community relations programs. Assists in administering grant-funded projects by researching potential grants, completing grant applications, and insuring that grant provisions are met and that funds are used as specified. Coordinates police department activities as it relates to the community services programs.

Prepares and maintains departmental records and reports. Periodically inspects systems and facilities for maintaining records and reports. Prepares forms, records, reports, and memoranda as required to document the activity of the assigned division. Supervises the completion of records relating to daily work activities, time usage, vehicle mileage and maintenance, crimes, and suspects. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Uses the department's computer information system to enter, update, and retrieve data relating criminal activity for use in solving crimes and exchanges this information with other agencies.

Participates in the supervision of the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment and arranges for needed repairs or maintenance. Reviews products to be purchased by meeting with sales representatives. Participates in the operation of the general accounting system, reviews purchase requisitions, vouchers for payment, or related financial records, and collects and distributes bond fees. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the state of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid Louisiana driver's license.

Must be a regular and permanent Police Officer for at least two (2) years immediately preceding the closing date for application to the board.